

CONTRACT JWSCM 004/2024

SUPPLY, DELIVERY OF OFFICE A4 PAPERS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

<u>CONTRACT NUMBER:</u>	JWSCM004/2024
<u>CONTRACT TITLE:</u>	SUPPLY, DELIVERY OF OFFICE A4 PAPERS ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>DEPARTMENT:</u>	SUPPLY CHAIN MANAGEMENT
<u>DATE OF MEETING:</u>	16 August 2024
<u>TIME OF MEETING:</u>	13H00
<u>VENUE FOR MEETING:</u>	OPEN AREA, FIRST FLOOR, TURBINE HALL NEWTOWN

1. WELCOME AND INTRODUCTION BY Nthabiseng More

Ms. **Nthabiseng More** welcomed everyone who attended the meeting and introduced JW Personnel.

Ms. **Nthabiseng More** indicated that this is an open tender, and the meeting is **NON – COMPULSORY**.

2. CONTACT PERSONS

TECHNICAL ENQUIRIES	GENERAL ENQUIRIES
Ntsiki Klaas	Nthabiseng More
ntsiki.klaas@jwater.co.za	nthabiseng.more@jwater.co.za

3. JOHANNESBURG WATER REPRESENTATIVES THAT ATTENDED THE BRIEFING MEETING

NAME & SURNAME	DEPARTMENT
Ms. Nthabiseng More	Supply Chain
Ms Ntsiki Klaas	Supply Chain
Ms Cecilia Chuma	Supply Chain

4. SUPPLY CHAIN MANAGEMENT PRESENTATION BY Nthabiseng More

- Bid documents are available in PDF format, at no cost to the bidder, on the Johannesburg Water website (www.johannesburgwater.co.za) and on e- Tender Portal.
- Bid documents received from non-attended bidders of a compulsory briefing session will be disqualified. Attendees were requested to ensure that their company names (company that will be tendering) and contact details of the company and individual are registered on the attendance register as proof of attending the tender briefing meeting and for Johannesburg Water to be able to communicate tender specific information to the attendees of the briefing meeting. Each bid must be submitted in a separate, sealed envelope on which the NAME AND ADDRESS OF THE BIDDER, THE BID NUMBER, DESCRIPTION OF BID AND THE CLOSING DATE must be clearly written.
- It is the responsibility of the bidder to ensure that their bid document is submitted in a sealed envelope and placed in the Bid Box in good time so as not to miss the official deadline of 10:30am on the closing date.
- The sealed bid envelope or package must be addressed to Supply Chain Management Unit, Johannesburg Water (SOC) Ltd and deposited in the BID BOX situated at the entrance: Turbine Hall, 65 Ntengi Piliso Street, Newtown, Johannesburg.
- Bid documents submitted via courier services will be accepted provided that the bidder instructs such courier company or its representative to deposit the documents in the bid box as only bid documents in the Bid Box at the time of tender closing will be taken into account.
- Documents should under no circumstances be handed to an employee of Johannesburg Water, including the receptionist or security, as Johannesburg Water will not be held accountable in the event of any loss thereafter. Bid documents may not be submitted via the South African Post Office as only bid documents in the Bid Box at the time of closing will be taken into account.
- Bidders are to allow for sufficient time to access Johannesburg Water offices in Turbine Hall and deposit their bid document in the Johannesburg Water tender box situated at reception before tender closing time. Bidders are to note that the Johannesburg Water offices are open during 06:00am and 18:00pm seven (7) days a week.

- Bid documents must be completed using non-erasable black ink or may be completed electronically without altering or tampering with any of the scope of work, terms & conditions, specifications, evaluation criteria, special conditions, award and allocations strategies, pricing schedule etc. in the tender documents. Tender documents received contrary to this requirement will be disqualified.
- Bids received after the closing time and date will not be accepted and will be returned to the bidder unopened.
- It is a requirement that the bidders tax matters are in order. To this effect, the bidder must furnish their Tax Compliance Status Pin or CSD MAAA number for bids as requested elsewhere in the bid document.
- Pricing schedule, MBD 3.1, page 19 must be completed and signed.
- Tender documents need to be bound and contain all pages. Tenderers therefore need to ensure that the tender document is submitted in its entirety with no pages or parts missing.
- Any mistakes must be struck off and corrected with black ink and signed by tenderer to authenticate each mistake. The use of correction fluid (i.e., Tippex) to correct mistakes is not allowed.
- offer to be valid for 90 days from the closing date of bid.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
Business owned by 51% or more – Black Youth	5
Business owned by 51% or more- black people with disabilities	5
Business classified as EME'S	10
TOTAL	20

- Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- Bidders who wish to tender as a Joint Venture (JV), consortium, partnership or equivalent need to include the JV, consortium, partnership, or equivalent agreement in their tender submissions. Each party must submit a separate TCS certificate/ Pin/ CSD number. The JV agreement is to state the percentage ownership, roles and responsibilities of each party to the agreement.
- Tenderers are required to submit one original hard copy and a soft copy in a USB, however, tenderers who did not submit the USB will not be disqualified.
- Bidders must submit **not older than 90 days** Municipal Rates for both the Company and the director, if renting submit a valid lease agreement.
- Bidders are to fill in the tender submission register at security after submitting their bids.
- Bidders are advised to be on the lookout on the Johannesburg Water website for any communication regarding this tender, all correspondence will be published on the website.
- Bidders are also advised to check their emails for communication from either of the Johannesburg Water representatives as stated on the tender cover page.
- For further inquiries after the meeting, bidders can email through their queries, but do not send queries 10 days before closing date so that the bidders can have 7 days before closing date and time to finalize their submissions.

5. Mandatory Evaluation Criteria: NB: Bidders that fail to comply with the above mandatory requirement may not be considered further for evaluation.

EVALUATION CRITERIA: (GATE KEEPERS)			
#	CRITERIA	DOCUMENTARY EVIDENCE	COMPLY (YES/NO)
1.	Agreement Letter from the Manufacturer or supplier where the paper will be sourced for the duration of 36 Months.to verify that the supplier has the capability and ability to source market related product. The letter must be on the manufacturer or supplier 's letter head and must be signed.		YES
2.	Signed Pricing Schedule as per award and or allocation strategy		YES

6. ADMINISTRATIVE EVALUATION

NO.	REFERENCE TO TENDER DOCUMENT	DESCRIPTION	REQUIREMENT
1.	Annexure	Certificate of Authority or Board Resolution Letter granting authority to sign	Complete and submit
2.	MBD 1	Invitation to Bid Form	Completed and signed MBD 1 Form.
3.	CSD	Central Supplier Database Registration	Provide proof of CSD registration. Complete MAAA number on cover page or copy of CSD report.
4.	MBD 3.1	Pricing Schedule – Firm Prices (Purchases)	Completed MBD 3.1 Form.
5.	MBD 4	Declaration of Interest	Completed and signed MBD 4 Form.
6.	MBD 6.1	Preference Points Claim in Terms of The Preferential Procurement Regulations 2022	Completed and signed MBD 6.1 Form.
7.	MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	Completed and signed MBD 8 Form.
8.	MBD 9.	Certificate of Independent Bid Determination	Completed and signed MBD 9 Form.
9.	Annexure – Proof of Specific Goals	Refer to documents listed in 4.3 verification documents to be submitted with the tender document	Submit applicable documentation with the tender submission – If not submitted with the tender document points for Specific Goals won't be allocated.
10.	Annexure	Municipal Rates and Taxes for the Tenderer - Current municipal rates for the entity not in arrears by more than 90 days. If leasing/renting, submitted	Submit applicable documentation with the tender submission

EVALUATION

		<p>copy of valid lease agreement where premises are rented OR</p> <p>Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR</p> <p>Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document</p>	
11.	Annexure	<p>Municipal Rates and Taxes - Current municipal rates for the directors of the entity not in arrears by than 90 days. If leasing/renting, submitted copy of valid lease agreement where premises are rented OR</p> <p>Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality OR</p> <p>Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document.</p>	Submit applicable documentation with the tender submission
12.	Annexure	Joint Venture, Consortium, or equivalent agreement– if applicable.	Joint Venture, Consortium, or equivalent agreement signed showing percentage ownership of parties – if applicable.

EVALUATION

		<p>municipal obligations with your local municipality OR</p> <p>Current municipal rates which is not older than 90 days or valid lease agreement with affidavit from owner of property in cases stated in Proof of Good Standing with regards to Municipal Accounts document</p>	
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Tenderers will be notified of any omitted, outstanding, missing and or incomplete administrative documents and will be offered a period of 3 days to complete or submit those pages i.e., Municipal Bidding Documents (MBD), authority to sign and other administrative documents that require completion and signatures. These exclude documentation on functionality, price and preference points for specific goals, and MBD 6.2 Local Production and Content.

Tenders that are received contrary to the above requirements will be disqualified after three (3) days period has lapsed.

EVALUATION

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7. **Award and Allocation Strategy:**

AWARD STRATEGY	Award to the highest-scoring tenderer in terms of price and specific goals.
ALLOCATION STRATEGY	Allocate to the highest- scoring tenderer in terms of price and specific goals.

PRESENTATION BY Ntsiki Klaas

8. Technical Evaluation Criteria

The total Weighting is 100 and the Minimum Qualifying Score is 60.

The following aspects will be considered during the functional evaluation:

CRIT ERIA NO #	CRITERIA	EVIDENCE	SUB-CRITERIA/CLAUSE	MAX SCORE	SCORE
1.	Tenderer's experience	Supporting documents required include: <ul style="list-style-type: none">Contactable Reference Letters orReferences on client letterhead.	Number of Contactable Reference letters or References on client letterhead. where the supply and delivery of stationery was carried out.	100	
	The tenderer (company) must confirm that the supply and delivery of stationery was carried out.	<i>NB: The attached template must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.</i>	Has one (1) or less Contactable Reference Letters or references on client letterheads.		0
			Has Two (2) Contactable Reference Letters or references on client letterheads.		40
			Has three (3) Contactable Reference Letters or references on client letterheads.		60
			Has Four (4) or more Contactable Reference Letters or references on client letterheads.		100
MINIMUM QUALIFYING SCORE				60	
TOTAL				100	



9. PRESENTATION ON PRICING SCHEDULE BY Ntsiki

Refer to Pricing on page 46.

10. TENDER DATES

Tender Closing: **10:30** on **12 SEPTEMBER 2024**. No late submissions will be accepted under any circumstances.

Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JWSCM004/2024** and they must be deposited in the tender box.

11. QUESTIONS AND ANSWERS BY USER DEPARTMENT

QUESTION: In terms of Municipal statement, what do you do, if not owning the place?

ANSWER: Submit valid lease agreement with affidavit from owner of property in cases where the submitted municipal statement or lease agreement is not in the name of the tenderer.

If your municipal is in arrears, submit Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality. If Parents owning the place and are deceased, can also get letter from the councilor to confirm address with affidavit as well.

QUESTION: How many references need?

ANSWER: Submit 1 to 4 or more, references is part of evaluation criteria and you be scored as according to number of references submitted.

QUESTION: Can I submit the Purchase Order instead of Reference Letter?

ANSWER: No strictly need to submit reference letter, not Purchase Order

QUESTION: Please explain what meant by firm prices because the contract is for 3 years?

ANSWER: The prices must be firm for each year.

QUESTION: Which brand need for papers?

ANSWER: Acceptable brand names are Typek and Rotatrim or equivalent.

12. CLOSURE

Bidders are reminded to constantly familiarize themselves with our website, any communication is via the website Johannesburg Water.

Ms Nthabiseng More thanked all who attended the briefing, and the meeting was adjourned.